



Indiana Professional Standards Board

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Memorandum

To: Members, Beginning Teacher Assessment Committee (BTAC)

From: Marilyn Metzler, Chair, BTAC

Date: November 19, 2003

Subject: Minutes of June 26, 2003

Present: Joy Seybold, Jolene Schoenherr, Robin Meyer, Theresa Knipstein-Meyer, Jim Freemyer, Marilyn Metzler, Kim Clark

Others Present: None

Members Absent: Pamela Komnick, Carol Potter, Robert Williams, John Hill

Staff Present: Judy Miller and Nancy Carr

I. At 10:15 Marilyn Metzler, Chair convened the regular meeting. The following outline summarizes the main points of discussion.

II. Approval of Minutes from May 7, 2003 meeting
Joy Seybold moved approval of the minutes. Jolene Schoenherr seconded the motion and the minutes were approved

III. Review June Mentor Program Submissions
The following programs were submitted to the committee for review -IU East, South Madison, Portage, Hamilton SE, Monroe County, Penn Harris and New Prairie.

After the review and discussion, Jim Freemyer moved that Hamilton Southeastern be approved. Kim Clark seconded the motion and the program was approved. Jolene Schoenherr moved that South Madison be sent a letter asking for clarification of a couple areas and then approve with the clarification. Joy Seybold seconded the motion and the program was approved pending receipt of the letter.

A letter of explanation will be sent to each of the other programs detailing their deficiencies and they will be given to October 1, 2003 to resubmit for review. Programs with minor changes or clarifications will be able to resubmit information sooner that will be sent to the reviewers to determine if it meets the requirements.

If Indiana students are to achieve high standards, there must be competent, caring, and qualified educators to get them there.

IV. Review Feedback From Scorer's Training

The committee reviewed the comments from the participants from the scorer training. It was noted by Marilyn Metzler that the comments were very positive.

Judy Miller brought it to the attention of the committee that we are in need of Indiana Portfolios for the training of scorers. She explained an idea that had come from the trainers during the portfolio scoring in June. The committee could ask the board for a waiver asking that the board allow 2nd, 3rd, and 4th year teachers to do the portfolio process and in return they will receive credit for their license renewal. Joy Seybold moved that the question be taken to the board at their next meeting allowing teachers to participate in the program and be given renewal credit. Jim Freemyer seconded the motion and it was approved that a proposal would go to the board. The following were the requirements suggested by the committee.

- 1) Individuals be asked to commit to the process in October
- 2) Participation be limited to 15 individuals per content area
- 3) License renewal credit only be granted for complete submissions, and no partial credit be awarded
- 4) All individuals receiving license renewal credit understand that their submissions may be used for training in mentor training programs and portfolio scoring.
- 5) All portfolios would be due by March 1st to allow for evaluation prior to the portfolio scoring training in June.

V. Review of Revised Rule 4

Judy Miller explained the new rule and the issue for school services and administrative personnel. A few adjustments have been made to the rule to make it more generic and to address the submission of incomplete assessments, stating that any portfolio that is not scored be told exactly why they were rejected. Judy Miller will write the revision and it will next be taken to the External Committee for School Leaders for input at the September meeting.

VI. Alignment between Mentor Standards and Scoring Rubric

Jolene Schoenherr explained that she had added the revisions that had been sent to her, and noted that she had only received input from one individual on the committee at this time. The committee then went through the standards and finished with the revisions. Jolene Schoenherr will complete the final form and send to the committee. The scoring document does align with the INTASC Principles and the Standards for Mentor Teachers.

VII. Other

Joy Seybold gave a report regarding ITEAM. The following questions were asked: Would the programs be able to get together again this year and share information? How can the programs be made more accountable? Should there be an evaluation form used for all programs? The committee will further discuss these issues at the next meeting.

V. Next Meeting
 Tuesday, October 21, 2003, 10 a.m. at the IPSB offices.

IX. The meeting was adjourned at 2:15 p.m.